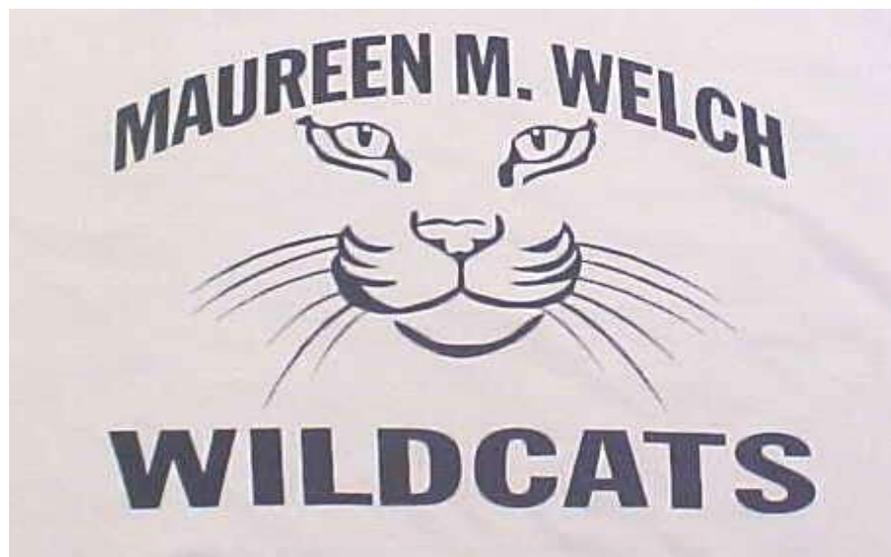


Maureen M. Welch Elementary School

Parent / Student Handbook 2016-17



Dear Parents and Students:

On behalf of the Maureen M. Welch Elementary staff, I'd like to welcome you to the 2016-2017 school year. A strong school-home partnership is essential for your child's success and fulfillment of our school's mission. This handbook is designed to strengthen this partnership by providing helpful information on school procedures and expectations.

We hope you find this to be a useful reference throughout the year. Your questions or suggestions about the contents of this handbook are welcomed.

Warm regards,

A handwritten signature in cursive script that reads "Rebecca Grimm".

**Rebecca Grimm
Principal**

Mission Statement

*We share in the commitment to create a safe, child-centered environment,
where home and school guide our children to reach their potential.*

Our motto: *Success for Every Student, Every Day*

All school District policies can be found on the District website on www.crsd.org under the School Board tab. Then click on Board policies.

The CRSD Board of School Directors recently adopted several new School Board Policies. These policy changes are as follows.

New Policy

No. 103 (Nondiscrimination in School and Classroom Practices)
No. 219 (Student Complaint Process)
No. 247 (Hazing)
No. 248 (Harassment)
No. 249 (Bullying/Cyberbullying)

Former Policy

No. 103
No. 219
No. 218.9
No. 218.8
No. 218.10

These new policies are reviewed annually with students and staff and can be accessed through the CRSD.org web site. If you have any questions regarding these policies or if you need additional information, please contact the school principal.

GENERAL INFORMATION

A. ARRIVAL (See Also: **CAR RIDER DROP-OFF AND PICK-UP PRODEDURES**)

The following procedures provide our students with an orderly and safe arrival and dismissal to and from school. Your cooperation is greatly appreciated.

It is strongly suggested that you plan for your child to arrive to school by 9:00 so he/she has enough time to get to class by 9:10. Children may only be dropped off in the designated drop-off area (marked in yellow) in the drop-off lane. Parents who choose to personally escort their child(ren) to the entrance door must park in a parking space in the lot. Parking or leaving your vehicle in the drop-off lane during morning arrival (8:50 - 9:10) is prohibited.

Students arriving on buses prior to 8:55 am will wait in the lobby outside of the library. After 9:00 am they will report immediately to their classrooms. Students who are car riders may not enter the building until 8:50 am. At that time, they will wait in the lobby until 9:00 am. Those students who need to be dropped off prior to 8:50 should enroll in the before/after school program, at MMW, we offer Champions. There is no adult supervision prior to 8:50 am.

Buses arrive in entrance #1 which goes to the back of the school. Parking in the bus lane is prohibited. The drop off lane is in front of the school. Parents driving students to school are to pull into the car drop-off line, pull up to the red bricks to drop students off and move on. There is no parking in this area. Those parents desiring to walk their student to the front door of the school or watch them walk into school, must park in a designated parking spot. The car drop-off line is designated for moving cars. For the safety and welfare of the students, **please do not go around other cars in the drop-off line.** For those parents who cannot wait in the drop-off line, please consider allowing children to ride the school bus in the morning.

Late Arrival:

Students who arrive after 9:10 a.m. **MUST** be escorted to the office and signed in. Students cannot be dropped off at the front and permitted to enter on their own accord. Each late arrival must be signed in and an excuse written. If left blank, the tardy will be deemed unexcused. Arrival after this time designates lateness. As life is unpredictable, 3 tardy in the school year will not be reported. Any additional tardiness is reported to the State of Pennsylvania in our year end report.

B. DISMISSAL (See Also: **CAR RIDER DROP-OFF AND PICK-UP PRODEDURES**)

Students not riding the school bus are designated as car riders. A note must be sent to the teacher designating the time/date when students will be car-riders. Car riders are picked up in the front of the school, a car rider line is formed on the side of the building between red cones. Please refer to the appendix at the back of this handbook for specific details. If you wish to pick your child up from the front office, please park in a designated parking slot and wait in the school lobby for the children to arrive. You will need to sign your child out with the adult in charge.

Phone calls to change your child's dismissal arrangements must be made before 11:00 a.m. unless there is an urgent emergency situation involving the health and welfare of family members

Early Dismissal per parent request:

All parents should report to the school office to request that their children be excused from school no later than 3:15 p.m. **The latest time students may be signed out in the office is 3:20 p.m.**

Classes are not to be interrupted by any parent, guardian or visitor during the school day. If a parent has arranged for a friend or relative to call for his/her child at school, the former should see that an early excuse note signed by the parent is sent to the classroom teacher. In an emergency, the note should accompany the

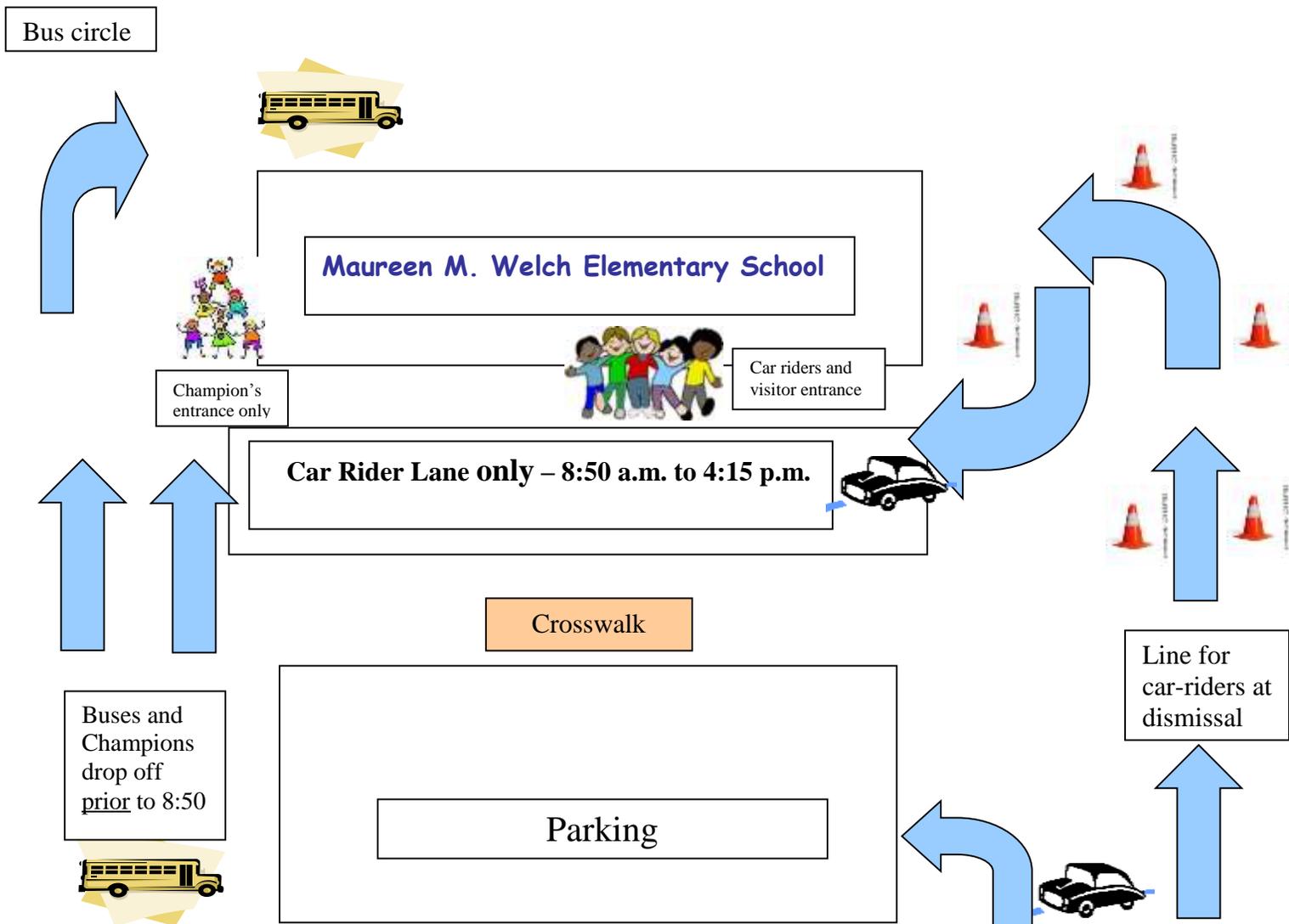
friend or relative. In the latter case, and when possible, the telephone number where the parent can be reached should be included in the note.

Parents who are picking their children up are to report to the lobby between 3:25 - 3:35 and escort them to their vehicles. Students will not be permitted to walk over the crosswalk or into the parking lot alone.

**Dismissal of students being picked up will occur at 3:43.
Bus dismissal will begin promptly at 3:45.**

Picking-up students directly from classrooms is strictly prohibited. If you happen to be in the building late in the school day and wish to pick your child up, please either sign your child out in the office prior to 3:20 or follow the procedures described above.

Whenever possible, please drop off and pick up student projects before 8:50 or after 4:00 by entering the building through the front office.



Champions Before and After Care – drop off and pick-up occurs at entrance #1, to the left of the building.

District/School Early Dismissal Days

On regularly scheduled early dismissal days from school, students will be dismissed is at 12:15 p.m. Please check the website for scheduled early dismissal days. In the event of early closing due to weather related conditions, the district will contact you via our global connect phone system. It is important that you keep your numbers current.

Per district procedures, students may not ride a school bus other than the one they are assigned to. Most of our buses are filled to capacity and there is not room to add additional students.

ATTENDANCE – ABSENCE

It is strongly recommended that parents use our Online Absence Reporting Form. This form and instructions (“How to Report Your Child's Absence Online”) are available on our home page.

Attendance Tracking - The daily attendance of each MMW student, including tardiness and early dismissals, is carefully tracked and monitored. You will receive written notification if your child's attendance record falls below acceptable limits. Further measures will be taken if poor attendance continues after this initial notification. Reports are filed with the state at the end of each year which reflects excessive absences or tardiness.

Excused/Unexcused Absences - Of course, there are times when your child will be unable to attend a full day of school. The situations that are clearly identified as excused absences according to both state and district policies are illness, quarantine, death in immediate family, religious holidays, religious instruction, or exceptionally urgent reasons that may affect the child.

Parents will be notified if an absence will be classified as unexcused as per school district policy. If a child accumulates three days of unexcused absences in a year, a first offense notice will be sent to the parents. More than three unexcused absences in a school year will result in a second offense citation to the parents/guardians and a complaint filed with the District Magistrate.

Tardiness is deemed to be excused or unexcused according to the rules for full-day student absences. If a student has a high rate of unexcused tardiness, the total minutes of lost instructional time from these incidents will accumulate and the student will be subject to the consequences for full-day absences, as appropriate. We ask that appointments be scheduled before or after the school day to decrease loss of instructional time.

Absence Notes – Any child who is absent from school must present a written excuse signed by the parent or guardian immediately upon his/her return. The note must clearly indicate the reason for absence and must be presented **within three school days** from the child's return to school.



Vacations/Trips - Requests by parents/guardians for permission to have children absent from school for educational tours or trips must be made to and processed by the principal or his/her designee. The request must be received by the principal at least ten (10) days prior to the anticipated absence. ***The total number of approved days of absence shall not exceed five (5) days in a given school year.*** Days exceeding these guidelines shall be considered unlawful and/or unexcused. The parent/guardian must assume the responsibility for checking with the principal or his/her designee, at least one (1) week or more if possible, in advance of the trip, to ascertain the present scholastic standing of the child in the class. The student shall be held responsible for making up missed assignments. **The complete school district policy can be accessed on the Council Rock website, www.crsd.org under Board policies [Educational Trip Notification form](#)**

Make-up Work - During a child's absence, requests for make-up schoolwork must be received by 10:00 a.m. All efforts will be made to make this work available to you by 3:30 p.m. This will enable us to get the message to the teacher with enough time to prepare what is to be sent home.

Please note: For absences due to vacations/trips, make-up work will be provided **after** the child returns to school. Work assigned after a trip more accurately reflects the assignments and lessons that occurred during the absence.

Attendance Requirements - The school laws of Pennsylvania require every parent, guardian, or other person having control or charge of a child or children between the ages of eight and seventeen to send such child or children to school. The laws further require that, "Once a parent elects to send his/her child to school, the child must attend continuously until seventeen years of age, has graduated from a senior high school, or has secured legal employment at age sixteen."

Resident children may be enrolled in kindergarten provided they have reached the age of five years on or before September Children shall be admitted to first grade provided they have reached the age of six years on or before the first day of September.

Parents may request to enroll their child early to first grade provided the child is five years, seven months on or before September 1. As per district policy, a screening assessment will be performed by our school psychologist on any child being considered for early admission to first grade. The result of this assessment will determine whether the child is placed in first grade or kindergarten.

The district attendance policy can be accessed on the district website, [Attendance](#)

BUSING REQUESTS

AFTER – SCHOOL ACTIVITIES

We would like to ask for your assistance in cooperating with us to ensure a “worry-free” day. Please make it a priority and lessen your child’s anxiety by discussing after-school schedules with your child prior to their arrival at school. If your child is unaware or unsure of the arrangements for pick-up, we will send him/her home on the bus as per the regular dismissal.



BUS TRANSPORTATION

Safety on the school bus is our number one concern in transporting students. Safety can be ensured when the students are following the rules of the bus.

All students should remain seated, with their body parts

A child who ordinarily is transported to and from school on an assigned bus **may not ride home with a friend on a different bus** or elect to take an alternate means of transportation. Due to bus capacity, no student may change buses unless an emergency exists, such as death in the family, or hospitalization of a parent. Please remember that your child should discuss any ideas of visiting a friend's house with you prior to coming to school. At times, we receive telephone calls from parents saying that their child has not come home from school. Invariably, we later find that the child is at a friend's house.

Requests to change buses cannot be honored. Transportation for daycare arrangements must be made in advance with the Transportation Department. Guidelines can be found at [Transportation](#)

A child who is transported to and from school on an assigned bus may not ride with a friend on a different bus or elect to take an alternate means of transportation, except in an emergency.



CAR RIDER DROP-OFF AND PICK-UP PROCEDURES

General Guidelines - There is no parking in the drop-off/ pick-up area. Those parents desiring to walk their student to the front door of the school or watch them walk into school, must park in a designated parking spot. Staff members on duty will assist students, as necessary, to ensure a safe, smooth arrival and/or dismissal. This is a school zone and the safety of our students is our number one priority, **PLEASE** use caution when entering and leaving the car rider line.

Drop-Off-

- The morning drop off lane is in front of the school. Staff members on duty will direct vehicles to move forward when all children have cleared the curb.
- The car drop-off line is designated for moving cars. For the safety and welfare of the students, **please do not go around other cars in the drop-off line.** For those parents who cannot wait in the drop-off line, please consider allowing children to ride the school bus in the morning.
- Parents driving students to school are to pull into the car drop-off line, pull up to the red bricks to drop students off and move on. A staff member may ask drivers to move further up in the line so that we can unload several cars at a time.
- Parking will not be permitted in this area before or during the school day to ensure that this area is safe for students.
- Drop offs will commence at 8:50 and end at 9:10. Any students arriving after 9:10 will be considered tardy and must sign in at the office with their parent.

Pick-Up -

- The staff members on duty will direct children to go their vehicle once all vehicles in the pick up zone are fully stopped. Then, the next set of cars will be directed to move up and so on until all students have been dismissed.
- If a student is not present when his/her parent arrives, then the parent will be asked to pull into the parking spot at the end of the pick -up zone.

CELL PHONES

Student cell phones must remain in the backpacks/schoolbags throughout the school day, turned off, not silent or on vibrate, this includes the school bus. This eliminates unnecessary interruptions to instruction. Students may not use cell phones during lunch, recess or breaks. In the event a student uses a cell phone or the phone rings, the student will bring the cell phone to the office and it can be picked up by an adult at their earliest convenience.



In the event of an emergency, and you wish to contact your child, please contact the school office. In this situation, your child will be permitted to use the office phone or use his/her cell phone in the office under supervision.

In the event that a school bus is significantly late, this information will be sent via List Serve. In this situation, students who have a cell phone may make a call or call from the office. There is **NO** expectation that all children must make the call, the option will be available as designated by an adult. If your child does call, please be sure to clarify whether or not they are to wait for the bus or if you are coming to pick them up from the office. If the latter, they will need to be signed out upon your arrival.

CONTROLLED SUBSTANCES

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, and Council Rock clearly prohibits the unlawful possession, use or distribution of these substances by students on school premises or as part of any of its activities. Students who violate district policies are subject to disciplinary sanctions consistent with Local, State, and Federal Law up to and including suspension, expulsion and referral for prosecution. Disciplinary sanctions may include the completion of an assessment and/or an appropriate rehabilitation program.

CHANGE OF ADDRESS, PHONE NUMBER, EMPLOYMENT

With the Home Access Center, parents are requested to update any change of address, phone numbers, e-mail, emergency contacts or place of employment. This information must be current so we can reach you if an emergency exists. The office is unable to make those changes, only the parent is able to make those updates in HAC.

CHILD CARE

The school works in conjunction with several daycare facilities, which transport their clientele to and from our school. The school district houses the Champion's program, a before and after school daycare, housed right at Richboro. Other centers such as Northampton Township Program, Malvern School, and Rainbow Academy, provide transportation to and from our school. There are specific guidelines for transportation regarding day care students. This can be accessed on the district website under administration, then transportation.

[Transportation Dept.](#)

In an effort to support the District in "Going Green" and reducing the usage of paper, most communications will be conveyed electronically. The school will communicate through the website at: www.crsd.org.

CHILD CUSTODY

Absent a court order defining the custodial status of parents, a child will be released to either parent according to our normal dismissal procedures. We will do everything possible to work with parents during a marital separation. However, the school cannot assume the role of mediator in these situations.

COMMUNICATIONS from School and the District

1. As parents, you now have ability to access the Council Rock School District **Home Access Center** to view and be able to update demographic information including phone numbers and e-mails. In addition, you will be able to see the teachers your child will have and bus transportation. Please be sure to go online and register for this feature. The school is unable to register for you. Directions can be found on both the district website and the school website. <https://hac.crsd.org/homeaccess/>
2. Please check the **MMW website** [MMW website](#) on a weekly basis for updates on the **eFriday folder**.
3. In addition to the MMW website, the district website has links for community activities and updates. [District website](#)
4. You are encouraged to sign up for the **PTO's e-mail list serve** to receive updates regarding PTO events and activities. You can subscribe by following the directions on our webpage or going to [PTO website](#)
5. You are automatically subscribed to the **MMW list serve** for the school activities and newsletters at mmw-join@listserv.crsd.org. You may opt to unsubscribe at any time.
6. In addition, in the event of an emergency, the district will use the **Edulink phone calling system**. Therefore, it is highly important that parents and guardians keep the school informed of changes in emergency phone contact information. Global Connect is used both on the district level and at the school level.
7. **Teachers websites** are available to you for general information on the MMW website accessed by [CLICK HERE](#)

Contacting teachers can be done **e-mailing**, **sending a note** or leaving a message on their **voice mail**. Their e-mail addresses and phone numbers are available on their web pages found on the Maureen M. Welch Elementary website. Please understand that teachers are working with your children, and preparing lessons and

activities, and meetings during the school day. We ask that you allot 24 hours before expecting a response to your contact.



COMPUTER USAGE

The use of school district computers is playing an increasingly important role in every student's education. It is important that you know the rules concerning their use. Here is a quick overview.

- It is your responsibility to learn all of the rules and regulations that define the use of school district computers. If you have questions, ask your teacher or your school's librarian.
- Please use the school district computers for educational purposes only. Limit the personal uses to your home computer.
- While using a school district computer, you may not participate in an illegal activity, access inappropriate sites or information, or engage in any activity that results in the harassment or offending of any other computer user.
- The computers are secured to prevent users from accessing data they are not permitted to use. Any attempt to circumvent computer or network security is a violation of this policy.
- You should treat the work of others with respect. You are not permitted to alter or delete anyone else's data files.

Generally speaking, the use of the school district computers is governed by the same rules of common sense and common courtesy that are observed for all student activities. Failure to abide by them may result in the loss of computer privileges or other, more serious consequences. The school receives a weekly report indicating inappropriate queries, which identifies the user, date, time and computer used. This information will be used as evidence for violation of the school policy.

CONFERENCES

Parent-teacher conferences play an important role in the lines of communication between home and school. If you have any questions regarding classroom procedures, programs or your child's progress, please contact the classroom teacher. The best times to reach the teachers are before and after school. There are several scheduled days set aside during the school year for parent-teacher conferences. You will be notified of your individual conference time by your child's homeroom teacher. For further assistance, contact the principal's office.

CONTROLLED SUBSTANCES

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, and Council Rock clearly prohibits the unlawful possession, use or distribution of these substances by students on school premises or as part of any of its activities. Students who violate district policies are subject to disciplinary sanctions consistent with Local, State, and Federal Law up to and including suspension, expulsion and referral for prosecution. Disciplinary sanctions may include the completion of an assessment and/or an appropriate rehabilitation program.

CRISIS PREPAREDNESS

Our school has established a crisis response team and procedures in accordance with District procedures, and in cooperation with Northampton Township Fire and Police Departments.

In addition to monthly fire drills, we conduct Shelter-in-Place and Lockdown Drills to ensure our crisis preparedness. In the event of an actual emergency, all efforts will be made to inform parents via the district website (www.crsd.org), cable channel 27, Mrs. Grimm's e-mail list, District Edulink calling system, and TV/Radio media broadcasts.

DRESS AND GROOMING

Council Rock students are urged to emphasize cleanliness, neatness and generally acceptable good taste in their dress and grooming habits. In an effort to maintain an atmosphere that is most conducive to learning, student attire is expected to be appropriate for school. Appropriate dress is that which is neither offensive nor distracting. It should not present a safety hazard or disruption to the learning environment. Clothing which advertises or promotes the use of drugs, alcohol, or tobacco products is prohibited. Other types of inappropriate clothing include:

- low riding jeans
- items with tight/form-fitting fabric
- shoulder straps less than 3 fingers wide, such as spaghetti straps
- tops with exposed midriff or shoulders
- short skirts or short shorts worn more than 6" above the knee. As a guide, skirts or shorts should be no shorter than the child's fingertips with their hands at their side.

Should an outfit be deemed inappropriate, the student will be asked to call home for a change of clothing or they will be permitted to wear an item from the nurse's office if available.



Footwear

In order to help provide a safe and healthful environment for your child, please be sure your child wears sneakers (or similar soled shoes) on the day of the scheduled gym class. Sneaker skates and flip flops are prohibited at all times. While sandals with straps are permitted, please know that they can pose a hazard to toes and feet both on the playground and in school.

ELECTRONIC DEVICES

Hand-held electronic devices should, generally, remain at home, this includes but is not limited to electronic games, headsets, PDA's, MP-3's and I-pods. Special arrangements and permissions can be granted for use of an electronic reader such as a Kindle, Nook or Fire for educational purposes. If you wish to have your child use an electronic reading device (e.g. Nook, Kindle), please complete, sign, and send in a Personal Electronic Educational Device Agreement available on our e-Friday Folder which can be accessed on our homepage. Once you receive this form back with the principal's signature, your child will be permitted to use the device in school. This agreement form does not need to be resubmitted each year. It will carry over through the remaining years that your child attends our school.

The school has a specific permission form available, should you and your child choose to bring one to school. The school is not liable for lost, misplaced or stolen items. See "*cell phones*" for information regarding cell phone usage.

Section 1317.1 of the Pennsylvania School Code prohibits the possession of telephones, beepers, pagers or other such devices on school grounds. (School Board Policy 237 "Telephone Pagers/Cellular Phones")

For additional district information, please see the school board policies.

Students may bring a cell phone to school in their backpack for emergency use only. The phone is to remain off and in the backpack throughout the school day.

EMERGENCY CLOSING OF SCHOOLS



Schools will not be open when, in the judgment of the Superintendent of Schools, it is too dangerous for buses to travel. If school is to be closed, announcements will be made on all major radio and TV stations in Philadelphia, Trenton and Levittown, the district website, (www.crsd.org), cable channel 27 and the Global Connect phone call system. If conditions warrant, the announcement may indicate that school may open one or two hours late. The CRSD code number used by Philadelphia radio stations to announce closings or a delayed opening is **756**. If schools are to open two hours late, there will be no morning kindergarten session.

In case of a mid-day emergency closing of the school, Mrs. Grimm will also send an e-mail to all parents and a Global Connect phone message will be issued.

CONDITIONS SOMETIMES WARRANT AN EARLY DISMISSAL FROM SCHOOL. FOR THIS REASON, IT IS IMPERATIVE THAT YOUNGSTERS KNOW WHERE TO GO AND WHAT TO DO IF THEY ARRIVE HOME AND FIND NO ONE THERE. PLEASE ESTABLISH AN EMERGENCY PROCEDURE WITH THEM NOW SO THAT ALL SITUATIONS WILL BE COVERED. At the beginning of the year, you will be asked to complete an "Emergency School Closing" form to describe your child's plan in detail.

The decision to close school is made by the Superintendent of Schools, and it is important that our phone lines remain open to receive directions. Therefore, please do not call school. We will make every effort to activate our PTO Emergency Phone Chain when an early dismissal is called for.

Also, on occasion, road conditions and/or the breakdown of a bus will cause delays in the departure time of our buses from school in the afternoon. Your patience and understanding of these occurrences will be deeply appreciated, and you can be assured that every effort will be made to get your child home as quickly and safely as possible.

EMERGENCY PHONE NUMBERS

You have access to the Home Access Center to keep your emergency numbers up to date. It is the parents' responsibility to keep both phone numbers and other emergency contacts (neighbors, relatives) up to date, in the event we cannot reach you. Information regarding HAC can be obtained from <https://hac.crsd.org/homeaccess/>

IT IS ESSENTIAL THAT THE EMERGENCY NUMBERS BE KEPT CURRENT IN THE HOME ACCESS CENTER.

GIFTS

The Council Rock School Board considers the acceptance of gifts by professional staff members an undesirable practice. There are many appropriate ways for a student or family to express appreciation to a staff member. Letters, cards, or personal notes are acceptable, including contributions to the Council Rock Education Foundation in honor of a specific teacher. Gifts to staff are not considered appropriate and are discouraged.

GUIDANCE COUNSELOR

Mrs. Nancy Jachimski, guidance counselor, is available to the students on Monday, Tuesday and Thursday's. Small group counseling will be provided as needed throughout the school year. Parent consent is required for students to participate in individual and /or small group counseling sessions. Topics and issues covered include, but are not limited to ... changing families, friendship and social skills, anxiety and coping skills, self-control, self-esteem, relational aggression, as well as grief and loss. In addition, alternative recess groups, may be offered.

HARASSMENT

The elimination of improper conduct, including harassment, is a high priority for the School District. It is the established policy of the School District to prohibit all forms of improper conduct, including harassment. A copy of the School District's policy is available in each school office for your review.

All students are subject to the prohibitions in the policy and protected by it. If students or their parents/legal guardian believe that they are the victim of harassment or any other form of improper conduct, we urge them to report it to any teacher, guidance counselor, nurse, school principal or administrator in the school district. We will properly investigate any such complaints in order to take prompt and effective action to eradicate improper conduct.

The School District's Title IX Coordinator is Ms. Christine Trioli. If you have any questions you may contact the Title IX Coordinator at the following address and telephone number:

Ms.Christine Trioli
Director of Human Resources

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940
(215) 944-1000

Retaliation by anyone against an individual who has reported improper conduct, including harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator immediately.

HEALTH OFFICE:

Immunizations

Please check the district website for updated immunization information
<http://www.crsd.org/councilrocksd/cwp/view.asp?A=3&Q=459987>



Communicable Diseases

State regulations pertaining to school attendance when a child has developed one of the common communicable diseases follow:

School authorities shall exclude from school, and no parent or guardian shall permit to attend, any child suspected to be suffering from any one of these diseases mentioned below. The child showing symptoms of any one of these diseases should be taken to the doctor. If the illness is confirmed, he/she shall be restricted to his/her own premises and not permitted to attend school during the interval specified.

- Chicken pox - five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
- German Measles (Rubella) – four days from the onset of rash.
- Regular Measles - four days from the onset of rash.
- Mumps - nine days from onset or until subsidence of fever and swelling.
- Whooping Cough (Pertussis) - three weeks from onset or 5 days from institution of appropriate antimicrobial therapy.
- Diphtheria – two weeks from the onset or until appropriate negative culture tests.
- Respiratory streptococcal infections including scarlet fever – at least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
- Infectious conjunctivitis (pink eye) – until judged not infective; that is without a discharge.
- Ringworm – the child shall be allowed to return to school after the first treatment, if the body lesions are covered.
- Impetigo – 24 hours after the institution of appropriate treatment.
- Pediculosis (head lice) – the child shall be allowed to return to school when judged non-infective by the school nurse or child's physician
- Scabies – after completion of appropriate treatment.
- Trachoma – 24 hours after institution of appropriate treatment.

A CHILD SO EXCLUDED SHALL NOT BE RE-ADMITTED WITHOUT A PHYSICIAN'S CERTIFICATION OF RECOVERY.

Other Reasons for Exclusion from School

In addition, Council Rock School District reserves the right to exclude children from school for the following conditions:

- Illness that prevents a child from participating in sports.
- Fever of 100 degrees or higher. **Students should return when free of fever, without fever medication for 24 hours.**
- Diarrhea or vomiting during the previous 24 hours. **Students should return when appetite has returned to normal.**

- Rash with a fever.

School exams and screenings:



Students are scheduled to receive various examinations in accordance with the following

Vision, Growth and Development.....	Kdg. thru 12 th grade
Hearing.....	Kdg. thru 3 rd grade
Medical examinations.....	Kdg., 6 th and 10 th grade
Dental examinations.....	Kdg., 3 rd and 7 th grade
Scoliosis screening.....	6 th and 7 th grades

All students who are entering Council Rock schools as transfer students from other school districts are required to have medical and dental examinations if medical records are not forwarded by the previously attended school.

The district recommends that these examinations be administered by the family physician and dentist since they can best evaluate your child's health and assist in obtaining necessary treatment and corrections.

MEDICATION/DRUGS

The Council Rock Board of School Director's policy regarding procedures for the transportation of medication from home to school, and the dispensing and administration of medication to students, stipulates that a school nurse is the only employee of the school district authorized to administer or dispense prescriptive and non-prescriptive medication to students. In addition, the Board policy outlines procedures to be followed:

All medication transported from home to school must be in its original pharmaceutical container, which has a label designating the pharmaceutical firm's name and address, the name of the student assigned the medication, and the dosage required. This shall be kept in a controlled location in the school, and only the student whose name is on the approved pharmaceutical container shall be allowed to handle the container.

If your child requires special medication for allergies, bee stings, etc., please bring the medication directly to our nurse, properly identified and with directions for use as outlined above. Please do not send any medication with your youngster on the bus.

NURSE

The nurse is available only for accidents and illnesses occurring in school. If your child is ill, please do not send him/her to school. We also ask that injuries occurring at home be treated there. We regret that time and facilities do not permit extended care.

HOMEWORK

Homework serves several important purposes in Council Rock School District's educational program.

- It promotes better home-school relations
- It helps students use and improve their study skills
- It provides extended time for coverage of subject matter
- It encourages concentration and independence of thought



A Council Rock student can expect to have homework assigned regularly starting in elementary school. The major responsibility of the student is the completion of homework assignments within the specified time period and in the manner which represents the student's best effort. Other responsibilities of the student are:

1. To keep a written record of assignments for reference, especially if multiple assignments are given nightly.
2. To inform the teacher, as soon as possible, if an assignment cannot be completed due to lack of understanding of the concepts or skills involved.

3. To bring a note from his/her parent or guardian if a nightly assignment cannot be completed because of a family or personal emergency. The student should expect to complete the assignment at the earliest time possible unless it is waived by the teacher.
4. To realize that neatness and promptness in completing assignments will be reflected in the work habits grade earned by the student.
5. To inform the teacher of his/her special interests so that some homework assignments can be tailored to those interests.
6. To realize that even if a nightly assignment is not made, opportunity should be taken to work on long-term projects and/or to read independently in an area of interest.
7. To realize that the completion of homework is an important measure of self-discipline because the student must do it on a regular basis and without close supervision.

Parents can best assist their children with homework by providing an atmosphere in the home that is conducive to study. The quality of concentration on an assignment is as important as allowing sufficient time for its completion. Students need to learn early in their school experience that the completion of quality work is important and is to be expected. Parents' support and encouragement are essential if students are to put forth maximum effort in the completion of homework assignments.

Other considerations for parents are:

1. Expect short-term, nightly homework assignments to begin in the early grades and, as students enter the upper elementary grades, long-term assignments will be initiated.
2. As a "rule of thumb" parents can expect their child to spend ten minutes times the grade level on nightly homework assignments.
3. As the child progresses through the grades, nightly homework assignments will vary depending upon the type of course load the student is carrying.
4. Encourage your child to read independently.
5. Check if the assigned work is done neatly and accurately.
6. Help your child with homework assignments at his/her request, but never do the work for him/her.
7. Encourage the child to inform the teacher if he/she does not understand a skill or concept.
8. Communicate with your child's teacher if a problem persists in the successful completion of homework.
9. Send a note of explanation to the teacher if your child cannot complete an assignment due to a family or personal emergency. Unless waived by the teacher, the student will be expected to complete the assignment as soon as possible.
10. Expect that all required reference material needed to complete an assignment will be available in the school.
11. Students will be encouraged to use other public library facilities when working on research projects.
12. Share your interests in reading, writing, learning or hobbies with your child so that he/she knows that you value learning.
13. Encourage your child to practice learning skills in home chores: shopping, home and yard care, maintaining personal belongings, care of pets, etc.
14. Continue to take family trips and vacations that provide enriching experiences that relate learning to pleasurable activities.
15. Realize that the successful completion of homework without constant reminder is an important measure of self-discipline.
16. Realize that homework is graded in two areas: content and work habits.



HOURS

The instructional day begins at 9:10 a.m. and ends at 3:40 p.m. for grades 1-6.

The morning kindergarten class begins at 9:10 a.m. and ends at 11:40 a.m., while the afternoon class begins at 1:05 p.m. and ends at 3:40 p.m.

Children, if driven to school, should not be dropped off before 8:50 a.m. because supervision of students is not available until that time.

The school office is open from 8:00 a.m. - 4:15 p.m. each day during the school year.

INSTRUCTIONAL SUPPORT TEAM

The IST provides support to children experiencing academic, social, or behavioral difficulties. In collaboration with parents, this team of professionals within our school identifies goals for improvement, then implements interventions for students to achieve these goals. Mrs. Linda Wojton, the IST Teacher, coordinates this program. It is recommended that parents who are interested in the IST process for their child first consult with the classroom teacher. Parental referrals for this program may be made by submitting a letter to the principal.

In addition, the school provides assistance to students through our **Response to Intervention (RTII)** model. This provides regular education support for students who on occasion need academic support in reading. Grade level classes may break into small groups or divide amongst the three homerooms to focus on targeted academic skills. Currently, the elementary schools are focusing on reading in grade Kdg – 3rd grades Maureen M. Welch Elementary is also piloting some additional grade levels/classes.

INSURANCE for Students

The school district has purchased insurance coverage for all students while they are engaged in any school-sponsored and supervised activity. Additionally, parents are offered the opportunity to purchase the 24 Hour Round-the-Clock coverage, Dental Accident Insurance, and Student Life Insurance. These brochures and enrollment forms are distributed early in the school year. The forms are submitted directly to Bollinger, Inc. The school is not involved in enrollment.

LATENESS

The instructional day begins at 9:10 a.m. With the exception of bus riders who arrive late, students arriving after 9:10 a.m. must stop in the office before reporting to class and present a note stating the reason for the lateness. Unless there is severe weather, any child being dropped off in the car rider line must report to the office with his/her parent if they arrive after 9:08.

LOST AND FOUND

Please label your children's personal belongings (clothing, lunch kits, notebooks, etc.) so that they can be easily returned to their owners when misplaced. The lost and found for clothing, book bags, etc. is located in the hallway by the gym entrance. Items left unclaimed will be donated to a charitable organization on a periodic basis. Check with the office if you have lost smaller items such as jewelry.



LUNCH

Council Rock School District participates in the National School Lunch Program. We have made great strides to meet the nutritional guidelines mandated by the "Dietary Guidelines for Americans", which require that less than 30% of the calories in the type "A" Lunches can be derived from fat and 10% from saturated fat. We are accomplishing this in three ways:

1. Increasing the fruits, vegetables and grains offered on the menus daily.
2. Using low-fat and reduced-fat ingredients and menu items, such as fat-free and low-fat salad dressings, and part-skim mozzarella cheese.
2. Food preparation techniques reducing fat include steaming vegetables, rinsing browned meats and using spices in place of fat for seasoning.

Students are offered five components: Meat/Meat Alternative, Milk (Whole, 1% LoFat Chocolate, 1% LoFat White, 1% LoFat Strawberry and Skim), at least three varieties of Vegetables/Fruit, and Bread/Grain. Students may select soup as a vegetable.

Our kitchen does not use any products with peanuts or peanut products to accommodate our students with peanut allergies. A peanut-free table is also available in the cafeteria.

For convenience, parents may deposit funds into a food account for each of their children offered by Chartwell's Dining Services. Prices, daily menu choices, and other details about student lunches will be available on the monthly Chartwell's lunch calendar. If you have any questions, concerns, or suggestions, please contact our cafeteria manager, 215-944-1811.

PARTIES

Classroom Parties –Due to the many allergies present among our students, our party food is determined ahead of time and strictly adhered to. The following foods will be the only foods offered at any school party and will be provided by the PTO via the homeroom teachers.

- Halloween- Jim's pretzel and water
- Winter – popcorn and hot chocolate
- Valentine – Hershey Kisses/strawberries and water
- End of the Year – Luigi Water Ice



We thank our PTO Homeroom Parents for coordinating and providing these special events for our students.

Birthday Recognition – We know how special each child's birthday is for him/her, and we welcome the opportunity to recognize and celebrate each child's birthday throughout the year. Many of our teachers are planning special ways to celebrate birthdays in their classrooms and we will continue to recognize birthdays with non-food items in the classroom. As an alternative to food, you might consider a non-food item such as pencils, or other small items.

Another option is to commemorate your child's birthday with the purchase of a Celebration Book, a program coordinated through our school library. The program offers the opportunity to purchase a book in your child's honor for our library collection.

PET/ANIMAL VISITS

Requests for pet/animal visits to school must be made in writing to the classroom teacher and principal at least two days prior to the actual day of the visit. Pet/animal visits will not be approved if there are any students with serious allergy conditions in the classroom or if the visit is deemed to have minimal instructional value/benefit to students..

If approved, a pet/animal must be caged or leashed and accompanied by an adult at all times. Visits are to be kept as short as possible, and the pets/animals may only be taken to the classroom(s) identified in the request.

RECESS



At Maureen M. Welch Elementary School, students participate in recess first and then eat their lunch. It has been our observation that some children frequently wish to remain indoors rather than participate in outdoor recess. This, naturally, is particularly noticeable during colder weather. Outdoor play and physical activity play an important role in the growth and development of every child. Recess is an important time for children to participate in vigorous physical activity and to develop social skills.

Realizing that there are instances (injuries, severe cold, etc) which necessitates that a child remain indoors during recess periods., we are requesting that parents forward a note to the homeroom teacher indicating the nature of the disability and request the child remain indoors.

When cold weather is upon us, we urge you to send your child(ren) to school properly dressed. Under most circumstances children who are well enough to attend school are expected to go outdoors for regularly scheduled recess periods. Fresh air and exercise are important to every child's physical development.

Children generally will not go outdoors when the temperature (or wind chill factor) is below 22 degrees. Staff may elect under special circumstances (prolonged indoor recess such as 3 to 4 days) to take the children outside when the temperature goes below the aforementioned guideline, but only for a portion of the time.

Recess Rules and Regulations:

1. Students are not permitted to go back to the classroom during recess. Students **MUST** stay outdoors unless they have permission from the recess aides to use the bathroom, visit the nurse or see a teacher. Students must be accompanied by a buddy if going to any of the above places.
2. Bathroom: Students are encouraged to use the bathroom prior to going outside for recess.
3. **Name Calling and/or poor sportsmanship of any kind will not be permitted!** Students are expected to use good behavior and follow the schools credo, as part of our school wide positive support plan.
4. The recess aides will determine the number of players per soccer, football, basketball game.
5. Sneakers, closed shoes, or shoes with back straps must be worn to go on the equipment. Shoes must remain on at all times.
6. **Students MUST remain visible at all times.** Students may not play with ice or snow nor are permitted to go beyond the mowed areas of the playground. Snowball throwing is not permitted.
7. Chewing gum, candy, or eating food on the playground is not permitted.
8. Students will not throw rocks, bark, sticks or other dangerous items.
9. Students are to respond immediately when the whistle is blown and line up quickly in class lines. Students are to enter the building quietly so as not to disturb classes.
10. Students will use the playground equipment appropriately as designed.

RECYCLING

In an effort to become more environmentally conscience and in alignment with Council Rock School District's philosophy, MMW staff and students will be participating in recycling in both the cafeteria and the classrooms. We will be recycling paper. This includes the following:

Catalogs, newspapers, magazines, junk mail, office paper, fax paper, shredded paper, notebook paper, folders. No phonebooks or cardboard please!



Our yellow dumpster is available for papers from home as well. Your contribution adds to our tonnage and provides a small amount of money from recycling. The bin is available 24 hours, 7 days a week with one dumpster at the front of the school and one in the back if the front is full. Your papers from home will be greatly appreciated!

In addition, we will be recycling cans and plastics in our faculty room and cafeteria for school use only. Please discuss with your child the importance of recycling, as well as what is recycled. We continue to encourage staff and students to turn off the lights when rooms are not in use.



SAFETY AND SECURITY

Council Rock utilizes a variety of new resources to increase safety and security in our schools. For parents and other visitors, entry into our school buildings will require the production of a driver's license or other form of identification. This identification will be used in our visitor access system (RAPTOR) to validate identification before an adult enters the school building. Once the driver's license is scanned, the system will print out a badge that includes the name and picture of the visitor, destination and the date/time of the visit. The system will also access a database of known sex offenders and will alert our staff when a visitor's identification may match a person on that list. Visitors who do not present their driver's license/identification will not gain entry into the building. Additionally, security cameras have been installed throughout the building. These cameras are strategically placed in and out of our building and may or may not be monitored at any time. Due to confidentiality laws outside parties will not have access to footage.

Key fob access will allow our staff to access entry doors through the use of unique key fobs. This will allow our schools to remain locked until office doors are opened to begin the school day. Access to school before and after school hours will come through the use of key fob at specific doors that have been retrofitted in each building. Otherwise, school doors will remain locked between 4:00 pm and 8:00 am on school days. The only exception will be during scheduled evening and weekend events.

This will mean:

- *Students will be unable to return to school for missing homework or other items after hours.*
- *Children may not be dropped off sooner than 8:00 am for any before-school programs, other than Champions day care.*
- *Pick-up for all our after-school activities (after-school sports, etc.) will be outside the lobby entrance, unless otherwise notified.*

SALES AND SOLICITATIONS

Sales and solicitations by students, parents, staff members and outside agencies are not permitted without written authorization from the principal. While each organization and charitable group is worthy of support, due to the number of requests received each year from boy scouts, girl scouts, religious affiliations, etc. approval will not be granted. Charitable work is determined by district initiatives and organized through student council, individual student community service projects will not be approved, simply due to the volume of requests.

SPECIAL SERVICES

A variety of special evaluative and educational services are available through the district's Department of Special Services. In general these include: educational diagnostics, psychological evaluation, learning support, gifted support, emotional support, autistic support and life skills support programs. Additional support services such as speech, language, vision, hearing, physical and occupational therapies may be available to eligible students through the Special Services office. Medically related services which address disabilities not covered under educational statues may also be provided. If you believe your child is in need of and would qualify for any of these services please contact your child's teacher, the appropriate specialist or the principal.

STUDENT CONDUCT

A Positive Behavior Support (PBS) Plan has been developed for insuring that our school is a safe, orderly, and productive learning environment for our students. This PBS Plan is posted on the MMW website.

STUDENT RECORDS

To facilitate the continuity of a child's educational program, there is a recognized need for the collection, maintenance, and dissemination of educational records. These records shall contain information relating to the health, education and welfare of the child and shall reflect the interrelationships of the physical, emotional and social aspects of a child's development in the educational process.



For these records to be used effectively in supporting the child's education, it is necessary that the student, parents, professional staff of the Council Rock School District and other agencies and individuals have access to appropriate portions of the contents within the guidelines so stipulated by the Council Rock Board of School Directors.

http://www.crsd.org/503924385625/lib/503924385625/216_FINAL_112008_%282%29.pdf

Parents desiring to review the contents of their child's records should contact their school principal.

STUDENT WITHDRAWAL

Students moving from the district during the school year or withdrawing from school for other reasons are required to initiate proper withdrawal action through the principal's office. This is essential for an orderly maintenance and prompt transfer of school records. Your child's records will not be transferred to the new school until the parent has officially withdrawn from Council Rock.

TOBACCO USE

School district policy prohibits students from possessing and using tobacco at any time in a school building, on a school bus, and on school property.

The principal shall file a complaint with the local District Justice against any pupil found in possession of or using tobacco in any form. Upon conviction of the summary offense, the student may be required to pay a fine or be enrolled in an alternative program as provided by statute.

Referral to the District Justice is in addition to all other school-related discipline that may be imposed by the building principal.

In lieu of referral to the District Justice for prosecution of violation of the prohibition against tobacco use, the student may agree to pay a fine to the school district in the amount of \$25.00 for the first offense and \$50.00 for every subsequent offense. Payment of this fine shall not affect the administrator's right to administer other discipline as set forth above. Failure to pay the administrative fine shall result in referral to the District Justice for prosecution.

USE OF SCHOOL FACILITIES

The Council Rock Board of School Directors wishes to make all school facilities available to as many interested community groups as possible. Organizations wishing to use such facilities should first clear the activity with the building principal of the school involved and complete the appropriate forms necessary for district approval. They may be obtained in any school office. The district charges a minimal fee for the building usage.

VACATIONS/FAMILY TRIPS

Requests by parents/guardians for permission to have children absent from school for educational tours or trips must be made to and processed by the principal or his/her designee. The request must be received by the principal at least ten (10) days prior to the anticipated absence. **The total number of approved days of absence shall not exceed five (5) days in a given school year.** Days exceeding these guidelines shall be considered unlawful and/or unexcused. Specific policy can be found on the district website listed under the school board policies.

VISITATION

School security is a high priority at MMW including our visitor procedures. Below are a few key procedures in place to maintain our school's security and maintain a focused, productive learning environment for students.

Visitor Badges – All visitors are required to come to the office upon entering the building, sign-in , and fill out a visitor badge to be displayed at all times when visiting the school.

Access to Classrooms – Parents or other visitors are not permitted to enter or interrupt classes at any time during school hours. Parent volunteers are only permitted to visit those areas/classrooms that directly pertain to the project/program for which they have volunteered.

Student Messages/ Items – If it is necessary to have a message, lunch money, clothing, etc. delivered to your child while school is in session, report to the office and the staff will gladly take care of it. Please label any articles

with your child's name, grade and teacher. Parent or other non-staff adults are not permitted to personally deliver items or messages to students.

Teacher Contact – To communicate with a teacher on items that are not urgent/time-sensitive, send an e-mail, leave a message on the teacher's voicemail, or send in a note with your child. Allow for up to 24 hours for a response. A parent-teacher conferences will be arranged upon request at any time throughout the year.

Classroom Visitations – If requesting a classroom visitation, parents must submit a written request to the principal prior to the actual date of the visit and include the reason for the visit.

Non-District Students – Any requests for school visits by students who do not attend MMW must be made in writing to the principal at least two days prior to the actual visitation. Visits must be kept to two hours or less, and the visiting student must be in the same grade level as the MMW student, and is not permitted to ride the school bus, participate in physical education class or special activities (e.g. recess, field day or field trips). Visits of this nature will not be approved during the last two weeks of the school year.

Back-to-School Night – This evening is set aside in the school year, at which time each teacher has the opportunity of explaining the program for the year to the parents. You are encouraged to attend. Specifics regarding this meeting will be sent home during the first week of school. We ask that you refrain from bringing your child and/or siblings due to space limitations in the classrooms.

Council Rock Education Week – During the **week of January 16th**, we will observe Council Rock Education Week. Time will be set aside for parents to visit classrooms to see their children in a learning situation. Specific details for the week will be announced on our website prior to this week.



VISITOR PARKING

All visitor traffic will be routed into the parking area in front of the school. For safety and to allow the smoothest traffic flow, parking is only permitted in designated parking spots. At arrival and dismissal times, the lane between the front parking lot and school will be closed. However, during the school day, this lane is open for parents picking up or dropping off their children.

WALKERS / BIKE RIDERS

Only students who live in safe walking areas as determined by the Pennsylvania Department of Transportation are permitted to walk and/or ride their bike to and from school. However, before doing so, please e-mail Mrs. Amy Shimborski (ashimborski@crsd.org) in our office who will approve your child as a walker/bike-rider based on your home address. The safe areas for walkers/bike riders are all the homes within the area bordered by Bristol Road, Hatboro Road, Tanyard Road and Second Street Pike. Students in homes outside of this area will not be approved for walking/bike riding to or from school.



WEAPONS POLICY

The Council Rock Weapons Policy seeks to maintain a safe school environment at all times and prevent any threats to the safety of students and staff.

For the purpose of this policy a "weapon" shall include but not be limited to "...any knife or cutting instrument (including a pocket knife) that is not routinely used for instruction and that could cause bodily harm, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury."

The policy also states that "a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while she/he is on school property, on property

being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school."

Other points in this regulation about which you should be aware are:

- Principals must report the discovery of any weapon to the student's parents, local police and to the school board.
- All Council Rock School District personnel are to report any discovery of weapons possession or transport to their immediate supervisor with disciplinary penalties resulting from failure to do so.
- All students are to report any discovery of weapons possession or transport to their building principal.
- Failure to do so will result in disciplinary action.
- Violations of the policy may well result in expulsion. Normally high school students will be suspended at least ten days, junior high students at least five days, and elementary students at least three days. It is possible that K-3 students could be suspended for a lesser time, however, there is no leeway for students in 4-12.

For all Council Rock District Policies, please go to www.crsd.org and click on *Board Policies* under *School Board*.